



STATE OF WASHINGTON

OFFICE OF MINORITY AND WOMEN'S BUSINESS ENTERPRISES

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March 31, 2009

Chief John R. Batiste
Washington State Patrol
P.O. Box 42601
Olympia, Washington 98504-2601

Dear Chief Batiste:

Recently, at the direction of the Governor, I attended the Executive Cabinet meeting and asked that all agencies continue their efforts to increase contracting with OMWBE certified firms. The Governor has made it very plain that even in these uncertain times, we are served by keeping the procurement process as open and transparent as possible. This includes continuing our supplier diversity efforts.

At the Executive Cabinet meeting, I promised to forward each agency's M/WBE expenditure reports for FY 08 and FY09 through the Second Quarter. As most of you will see, much work still must be done if the State is to ensure certified minority and women business enterprises are fully included in the state's contracting and procurement opportunities. I will also forward your agency's report for the Third Quarter as soon as that report is available. However, as you all are keenly aware, reporting results alone will not accomplish the change Governor Gregoire has challenged state agencies to accomplish.

In support of these efforts, OMWBE is requesting that each agency adopt the following measures within the next ninety days:

1. Review and update your agency's supplier diversity plan. Most plans were adopted in 2006-2007. Determine whether all of the deliverables of the plan have been met and identify new goals/objectives.
2. Set a time table to review your agency's accomplishments versus goals. In other words, measure your progress either on a quarterly or semi-annual basis and share your findings and review schedule with OMWBE.
3. Assess the effectiveness of the current change agent position and the current designee. Determine whether the position and incumbent meet the following criteria:
 - Direct access to Agency Executive
 - Have specific performance deliverables to measure success
 - Authority to implement supplier diversity initiative agency-wide, including monitoring and measuring results at all levels throughout the agency and ensuring that agency expenditure data is timely and correctly reported to OMWBE

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WVSP - CHIEF

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- Able to effectively advocate for capable, competent and competitive certified minority and women business enterprises
 - Able to effectively articulate the agency's supplier diversity initiative to its prime vendors
 - Able to identify opportunities that are "agency-driven"
 - Authority to identify barriers and problems to the inclusion of certified firms and take corrective action
 - Authority to confer with OMWBE liaison on a quarterly basis to review agency's progress
4. Require the department responsible for reporting your agency's M/WBE spend to attend training conducted by OMWBE on reporting.


Please advise OMWBE once these measures are in place. All of the above information should be transmitted to Cathy Canorro, Agency Support Manager by June 30, 2009. If any assistance is needed to comply with our request, Cathy and her team will provide that assistance.

We would like to convene a meeting of the agency change agents by early August 2009. This meeting will focus specifically on the use of WEBS, goal setting and data reporting.

Finally, I would like to advise you of certain process changes OMWBE has recently instituted to better serve the agencies and certified firms. First, the process for expediting certification applications has been updated. Agencies may now request an application be processed on an expedited basis when it concerns a contract of significant dollar value and/or has major impact on an agency's ability to meet its supplier diversity goals. Second, we have streamlined the certification applications and expect that they are more user friendly than in the past. Third, commencing FY 2010, OMWBE will no longer accept expenditure data that does not comply with the reporting format set out in WAC 326-40-070. OMWBE processes over one million vendor records each fiscal year. We simply do not have the resources to continue to correct individual vendor transactions that do not contain the correct data or are missing the basic information needed to process the agency expenditure reports. These processing changes will enable us to process data more quickly and accurately.

I look forward to continuing to work with each of your agencies on supplier diversity during the coming months.

Sincerely,



Cynthia Cooper
Director

Enclosures:

- FY08 MWBE Expenditure Report
- FY09 First and Second Quarter MWBE Expenditure Report
- OMWBE policy on Expediting Certification Applications, March 18, 2009